



COMDTINST M16791.5
MAY 6, 1999

COMMANDANT INSTRUCTION M16791.5

Subj: AUXILIARY FLOTILLA PROCEDURES MANUAL

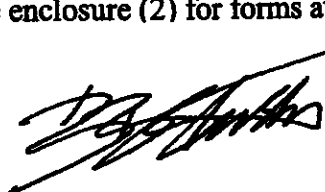
1. **PURPOSE.** This manual updates, modifies, and simplifies the policy, requirements, and procedures for appointment of Auxiliary flotilla staff officers.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, chiefs of special staff offices at Headquarters and all team Coast Guard personnel will comply with this instruction.
3. **DIRECTIVES AFFECTED.** All previous editions of the Auxiliary Administrative Procedures Publication, COMDTPUB P16791.2 are hereby canceled and should be recycled.
4. **DISCUSSION.** This manual should be reviewed in its entirety as it outlines policies and procedures necessary for effective administration. The manual has been revised extensively by Coast Guard Auxiliary provisions of the Coast Guard Authorization Act of 1996 (Public Law 104-324) and other pertinent changes within the Auxiliary program.
5. **MAJOR CHANGES.** A summary of major changes in this document follow:
 - a. Incorporates significant changes resulting from passage of pertinent Auxiliary provisions to the Coast Guard Authorization Act of 1996.
 - b. Implement guidance on flotilla administration, leadership and procedures used by successful flotillas. A major effort has been made to provide specific and realistic guidance and to eliminate theory.
 - c. A new chapter has been added on the Auxiliary's emerging technology usage. The chapter covers the Auxiliary's relation to the Internet's and policy guidance on future use of electronic communication in the Auxiliary.

DISTRIBUTION - SDL No. 135

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A									1	1			1	1	1	1		1	1							
B	15	8	20		5								1	2						2						
C	1	1		1	1				1													1			1	
D				1	1																					
E									200	200	50			1												
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: National Executive Committee, DC-T, DC-TD, DVC-TA, all Divisions and Flotillas.

- d. Specific guidance on the flotilla staff appointment process has been incorporated. The staff officer's appointment letter has been modified so duties specified herein can be referenced rather than being printed in each appointment letter.
 - e. Revised flotilla correspondence procedures have been incorporated.
6. RESPONSIBILITY. Commandant (G-OCX-1) is responsible for the manual content and revision. Questions or concerns about material contained in this manual should be addressed to Commandant (G-OCX-1) at 202-267-1001.
7. FORMS AVAILABILITY. See enclosure (2) for forms availability.



B. B. STUBBS
Director of Operations Capability